**Payroll Onboarding**

**Appendix A: Payroll Questionnaire A**

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| **Ref** | **Required Information** | **Response** |
| 1 | **Basic Information** |  |
| 1.1 | Please describe in detail the purpose of using AWX including the flow of funds. |  |
| 1.2 | Will you be using AWX to support your contractors payroll services? |  |
| 1.3 | Does your company conduct payroll services on behalf of other companies? |  |
| 1.4 | Do you have a Money Transmitter License in each of the states/provinces/countries you operate in? |  |
| 1.5 | Does your company have an AML program (e.g. policies, procedures, and controls). Please provide a summary |  |
| 1.6 | Does your company have a KYC program?  If yes, please provide a brief summary of your KYC process?  If not, do you perform any verification on the companies you support (your customers)? |  |
| 1.7 | Does your company perform Transaction Monitoring on the activity performed by your customers? Please provide a brief explanation. |  |
| 1.8 | Does your company have a Sanction Program? Please provide a brief explanation. |  |

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| Completed by: | Approved by Company Director: |
| Designation: | Designation: |